



DEPARTMENT OF THE NAVY  
NAVAL SUPPLY SYSTEMS COMMAND  
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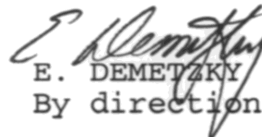
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APR 23 2001

From: Commander, Naval Supply Systems Command

Subj: 2001 DOD OFFICIAL MAIL WORKSHOP

Encl: (1) MPSA-0MM memo of 11 Apr 01

1. Enclosure (1) advises that the 2001 DOD Official Mail Workshop will be held 13-17 August 2001 at the Crystal Gateway Marriott in Arlington, Virginia. Included is detailed information on items to be covered: registration, hotel reservations, transportation, attire, required materials and other administrative information.
2. The Department of the Navy Official Mail Manager (DON OMM), Mr. Alan L. Hass, will meet with Navy OMMs from 0800-1000 on Friday, 17 August 2001. Mr. Hass will provide an update on Navy initiatives in the official mail program.
3. The workshop provides important training for personnel new to the official mail program and good refresher training for OMMs who have not attended the workshop in recent years. Request your support in encouraging commands under your cognizance to fund attendance of OMMs at this workshop.
4. Request you forward this letter to OMMs at all field activities under your cognizance. All OMMs are encouraged to submit proposed agenda items for discussion at the Navy meeting by 29 June 2001 to SUP 54A, COMNAVSUPSYSCOM, 5450 Carlisle Pike, PO Box 2050, Mechanicsburg, PA 17055-0791. You may also contact Mr. Hass at 717-605-5894, DSN 430-5894, or [alan\\_l\\_hass@navsup.navy.mil](mailto:alan_l_hass@navsup.navy.mil).

  
E. DEMETZKY  
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REPLY TO  
ATTENTION OF

MPSA-OMM

11 April 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2001 DoD Official Mail Workshop

1. We will host the 2001 DoD Official Mail Workshop at the Crystal Gateway Marriott, 1700 Jefferson Davis Highway, Arlington, Virginia from 13 to 17 August 2001. It is designed for mail center employees and managers, official mail managers, their supervisors, and official mail center contractors' employees.

2. Agenda items include basic technical postal information such as: how to reduce postage costs, how to compute postage, classes of mail, special services, postage meter management, U.S. Postal Service automation, and Private Express Statutes. A tour of the Southern Maryland Processing and Distribution Facility (it processes letters, flats, and parcels) will be held during the evening hours of 14 August. NOTE: On arrival, participants are expected to be familiar with the Private Express Statutes (Title 39, U.S. Code, Sections 401, 404, 601-606; Title 18, U.S. Code, Sections 1693-1699; and Title 39, Code of Federal Regulations, Sections 310 and 320). Your Legal Office should have them.

3. Workshop Registration will close on 23 July 2001 or sooner if the Workshop is full. Registrations will be accepted in the order the \$115.00 registration fees are received. **Absolutely NO telephonic or walk-in registrations are accepted.**

- This year, we will only accept the GOVERNMENT VISA Credit Card, a government or personal check, or money order. Please make government or personal checks or money orders payable to: MPSA Workshop Fund.
- Payment MUST accompany a completed workshop registration form. The form is attached or may be filled in and printed from <http://www.hqda.army.mil/mpsa>, click "New Info" button, scroll down to "DoD Official Mail Manager," and click on registration form.
- Requested information and registration fee must be received no later than July 23, 2001. Mail to: DoD Official Mail Workshop, Military Postal Service Agency, 2461 Eisenhower Avenue STE 814, Alexandria 22331-0006. We mail receipts and registration confirmation letters.

4. Hotel room reservations are to be made no later than July 23, 2001 by calling the Crystal Gateway Marriott at (800) 228-9290 or register online at: <http://www.marriott.com/WASGW/default.asp>. Be sure to state you are with Group Code **DOMA**. Room rates are \$119.00 for single or double occupancy, plus 9.75% tax. NOTE: A room reservation does not guarantee a place in the Workshop. DD Form 1610 Remarks Section for Army personnel must include the statement: Army Success in Lodging Reference Number 177238.

Enclosure (1)

MPSA-OMM

SUBJECT: 2001 DoD Official Mail Workshop

5. Transportation. Upon arrival at Ronald Reagan Washington National Airport, take the complimentary hotel shuttle to the Gateway Marriott. METRO Rail is also available. Take a BLUE or YELLOW Line train going in the direction of Addison Road or Mount Vernon, respectively. Get off at the Crystal City stop and follow the signs to the hotel. The Washington Flyer ground transportation (shuttle-bus) from Dulles International Airport to National Airport costs about \$16.00 and departs on the hour. Rental cars are not needed. There is a daily fee for hotel parking. For more information go to:  
<http://www.marriott-hotels.com/WASGW/default.asp>.

6. Miscellaneous information:

a. Conference check-in will be held from 1930 - 2130, Sunday, 12 August and from 0730 - 0810, Monday, 13 August.

b. Workshop hours are 0800 to approximately 1600, except the day of the tour. DoD Component meetings (if applicable) will be held on 17 August and normally end by noon.

c. Clothing: Attendees should bring a sweater or jacket to wear during the Workshop. Military uniforms are optional. The tour of the Southern Maryland Processing and Distribution Facility will include walking on catwalks so bring the appropriate clothes and shoes (closed toe, low heel, no cloth or canvas).

d. Materials: Each attendee should bring writing materials.

7. We look forward to seeing you at the workshop. Please contact me at (703) 325-0674, DSN 221-0674 or Major Cheryl Koren at (703) 325-8327 or drop an email to [dodommm@hqda.army.mil](mailto:dodommm@hqda.army.mil) if you have any questions.



LEONARD A. BARTELS  
DoD Official Mail Manager

Enclosure

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SUBJECT: 2001 DoD Official Mail Workshop

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